

MEMORANDUM

To: C.I.F.A. Members and Attendees

From: Elizabeth Reed, Personnel Administrative Manager

Date: June 13, 2018

Subject: 2019 Fire Lieutenant, Fire Captain, Fire Battalion Chief, and Fire Deputy Chief Examinations

The following is a summary of the items discussed during a meeting held on Wednesday, June 13, 2018 at 9:00 a.m. via a conference call. This meeting was scheduled to discuss plans related to the Reading List for all ranks and the Information Sessions for the Fire Battalion Chief and Fire Deputy Chief ranks. All members of C.I.F.A. were invited to this meeting. The attendees are listed below.

Attendees: Christopher Blair, Fire Battalion Chief, I.A.F.F.
Elizabeth Reed, Personnel Administrative Manager, Civil Service
Sheri Goodwin, Personnel Analyst II, Civil Service

Topics of Discussion:

1. Reading List – Add the 2017 Disaster Plan (minus select sections) to the Reading List for the 2019 Fire Lieutenant Promotional Examination.

The internal Subject Matter Experts (SMEs) consulted for the Reading List indicated that the Disaster Plan is appropriate for Fire Lieutenants and requested it be included for this rank.

During the meeting it was agreed that this source (minus information appropriate for higher ranks) is appropriate for the rank of Fire Lieutenant.

2. Reading List – Add Fire Department Incident Safety Officer 3rd Edition to the Reading List for the 2019 Fire Captain and Fire Battalion Chief Promotional Examinations.

The internal Subject Matter Experts (SMEs) consulted for the Reading List indicated that the Fire Department Incident Safety Officer 3rd Edition is appropriate for Fire Captains and Fire Battalion Chiefs and requested it be included for this rank as all Fire Captains and above are now required to be trained as Safety Officers.

During the meeting it was agreed that this source is appropriate for the ranks of Fire Captain and Fire Battalion Chief.

3. Reading List – Change the method of reporting the list of appropriate Standard Operating Procedures (SOPs).

For previous promotional examinations, the SOPs were listed as those INCLUDED on the Reading List for each rank. For this and future promotional examinations, the listing of SOPs will be those EXCLUDED from the Reading List. This will reduce the number of pages on the Reading List from eight to four.

During the meeting, it was agreed that the list of SOPs EXCLUDED will be provided on the Reading List.

4. Information Sessions – The Information Sessions for the 2019 Fire Battalion Chief and Fire Deputy Chief will be moved up from October 30 and November 1 to September 24 and 26.

With the change in Phase I from a Multiple-Choice to a Written Work Sample for Fire Battalion Chief candidates, it is best to provide more than two weeks to prepare for this new phase.

During the meeting, it was agreed that candidates should be provided this information sooner.

5. The I.A.F.F. provided an update for a test consultant for the 2019 Fire Promotional Examinations for all ranks.

The I.A.F.F. will continue to utilize an I.A.F.F. test consultant for the 2019 Fire Promotional Examinations. The I.A.F.F. confirmed they have selected a consultant and would be able to provide consultant credentials, however a contract had not been officially signed to date. The I.A.F.F. will continue to provide information as it becomes available.